****

**Position # 0001-4217**

**Requisition # 56817**

**Classification Title: Extension Agent I or II – Community Resource Development**

**Application deadline: 31 December 2019**

**Job Description:**

University of Florida/IFAS Extension and Miami-Dade County seeks to fill a 12-month, permanent status-accruing Extension Agent position with a self-starting, energetic, team-oriented individual whose educational responsibilities encompass strong leadership with respect to community resource development. Academically, community resource development is a process that helps individuals of a community act collectively, enhancing the capacity of community members to improve their local situation. Practically, community resource development is an outcome that improves the physical, social, economic, and environmental conditions in a community. The result is collective action where local decision-makers and residents work together to improve the condition of their community. As the Agent, you will lead through the design, implementation, and evaluation of educational programming that meets the needs of the county’s diverse population.

You will cooperate with community organizations, agencies, and groups as well as colleagues across the county to educate your audiences about community resource development, community financial health, and sustainable community resource capacity-building. You will use resourcefulness, creativity, enthusiasm, and innovation to strengthen current educational programs, while maintaining records, assessing risks, communicating and marketing effectively across social media platforms, and creating educational materials and opportunities for Miami-Dade County.

**Minimum requirements:**

A successful candidate must have a bachelor’s degree in family and consumer science, public administration, business, community development, or a related field of study from an accredited college or university with an emphasis on financial management and community development. If hired solely with a bachelor’s degree, we want you to continue to grow in your career. As such, we expect you to make at least 50% progress towards obtaining your master’s degree within the first 6 years of employment.

A flexible schedule that allows for irregular hours is necessary. Travel in and out of the county with overnight trips plus occasional night and weekend work will be required. A valid driver’s license, a physical examination including passing a substance screening, and a national background screening are requirements of this position.

**Preferred qualifications:**

A master’s degree and experience creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience are highly desirable. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. Experience working in multicultural settings and coursework/training on multicultural topics are highly desirable. Bilingual in English/Spanish is a plus. You should possess effective written and verbal communication skills, feel comfortable presenting in front of small and large crowds, be able to establish solid partnerships, and find innovative ways to attract new audiences.

**Further information:**

Miami-Dade County (<http://miamidade.gov/wps/portal>) with a population of 2.7 million is located on the southern tip of the Florida peninsula. The main Extension office is located in Homestead (<https://sfyl.ifas.ufl.edu/miami-dade/>) about 1 mile from the UF/ IFAS Tropical Research and Education Center (<http://trec.ifas.ufl.edu/>). There are also four satellite Extension offices located in Hialeah, Palmetto Bay, and on the University of Miami campus on Virginia Key.

UF/IFAS Extension is a partnership between state, federal, and county governments that provides scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida’s 67 counties.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date.

**Application Instructions**

Apply at <http://apply.interfolio.com/71999> by 11:59 p.m. (Eastern) of the posting end date, and attach:

* + Cover letter that describes how your experience and qualifications have prepared you for this position
  + Résumé or Curriculum vitae

The following documents are required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

* + Previous Employment Form (located at <http://personnel.ifas.ufl.edu/prev_employment.pdf> ).
  + Unofficial copies of all transcripts and/or coursework of your academic degrees
  + A minimum of 3 reference rating forms (located at <http://personnel.ifas.ufl.edu/ref_form.pdf> ) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position’s closing date. They may be submitted to:  
  
Ms. Dana LeCuyer  
UF IFAS Human Resources   
Faculty Recruitment and Hiring   
P O Box 110281   
Gainesville, FL 32611-0281

[dlecuyer@ufl.edu](mailto:dlecuyer@ufl.edu)

Fax: (352) 392-3226

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible.  Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services (NACES)](http://www.naces.org/).

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida’s Sunshine Law.

The [University of Florida](http://www.ufl.edu) is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The [Institute of Food and Agricultural Sciences](http://ifas.ufl.edu) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.